

**WORK SESSION
OF THE BRIGHAM CITY COUNCIL
TO DISCUSS SPACE NEEDS
NOVEMBER 17, 2008
5:00 P.M.**

PRESENT:	Lou Ann Christensen	Mayor
	Bruce Christensen	Councilmember
	Scott Ericson	Councilmember
	Reese Jensen	Councilmember
	Ruth Jensen	Councilmember
	Bob Marabella	Councilmember
ALSO PRESENT:	Ben Boyce	Director of Parks and Recreation
	Jim Buchanan	Director of Emergency Services
	Mary Kate Christensen	City Recorder
	Blake Foncesbeck	Director of Public Works
	Jared Johnson	Community Development Manager
	Bruce Leonard	City Administrator
	Dennis Sheffield	Director of Finance
	Paul Tittensor	Chief of Police
	Alan Wright	Director of Public Power

Mr. Leonard reported that after receiving instruction from the Council in October, he assembled a team of City Directors that are directly impacted by the space needs planning. They are a great group of individuals and have put the City first. They are all committed to finding a solution to the City's space needs problems. Mr. Leonard added that there are over 200 years experience on this team in planning and completing multi-million dollar projects for Brigham City. Some of the projects they worked on had strong and very organized opposition against them. The waste treatment plant, swimming pool, golf course and numerous special improvement districts were very controversial projects. Now the citizens of Brigham City benefit from these projects.

Mr. Boyce made a presentation on the following options discussed by the team:

1. Available office space existing within the City.
2. GSA contracts for portable or modular space.
3. Modular space for commercial suppliers.

They did not look at new construction, but it is definitely an option that needs to be looked at.

Mr. Foncesbeck reviewed a matrix they prepared that evaluates the office spaces they toured within the City. They looked at ADA compliance, adequate parking, security, functionality, retrofit, life safety, communication readiness, furnishings, space compatibility, and the distance from City Hall. He added that one of the serious factors the Council needs to consider while looking at various locations for various departments is the discontinuity that may be inherent in such a move. This discontinuity of location may affect both customer services as well as efficiencies or inefficiencies of operation. For example, there may be more fuel usage as employees go back and forth to do business with City Hall, as well as more labor time.

Mr. Johnson explained that according to the International Building Code, every existing building that undergoes any kind of addition or alteration has to have a seismic and ADA evaluation. Seismic upgrades help extend the life of buildings, but it does not necessarily make a building new. Seismic upgrades cannot guarantee the structures and the support of the building.

Mr. Boyce said the team toured available space within Brigham City and evaluated each one. He presented a slide show with pictures of each building.

1. Equitable Life Building, 52 North Main - This building is in bad condition and the team recommended the current tenants be evacuated. This building is owned by the City. There are enough provisions wrong with this building that Mr. Johnson could legally put a condemnation order on it.

2. Wells Fargo Building, 10 North Main - This building is very professional looking and would work well for City services. The big obstacle with this building is that the only entrance to the upstairs is outside the building. An elevator will be required to make it work for City functions. The upstairs needs work. There are some concerns with the roof leaking. It will also need ADA upgrades, seismic upgrades and a fire and sprinkler system.
3. Brigham Hotel, 6 West Forest - There is limited office space available now at this location. It is equipped with an elevator. The space would be limited to Economic Development and possibly the Youth Empowerment Team.
4. Brady House, 120 North Main - This building is owned by the City. The main floor offices include a small conference area. The biggest concern with this building is that the stairs are very steep and narrow and would not be conducive to customers coming and going. The reception area is very small and would not work well with the public. The upstairs space is in good condition but there would have to be ADA upgrades. The overall opinion of the team was that this building is too small for use by the City and there is inadequate ADA access for City purposes and cannot be corrected.
5. Whitaker Office Building - There needs to be some modifications done to the parking lot for drive through and parking. There is a front door reception area and private offices. The building is communication ready. There is good access to the lower level. There is good storage area with shelves. This building is available with minimum interior remodeling required. The landlord is willing to address the parking issues. The building could be used by Public Works, Community Development, Public Power and Economic Development in a very short time period. This is the most favorable of the buildings they looked at.
6. Fife Office Building, 620 East 500 South - There is a private office space and a large area that can be modified into offices. In the lower level there is a lot of open space that could be modified. There is a room on the south side that overlooks the golf course that could be used to welcome the public with some renovations. This building could hold the Leisure Services Department and Economic Development. This building would require more remodeling than the Whitaker Building.
7. Capener's Dental Office, 500 West Forest - The parking lot for this building is not large enough to support City business. Dr. Capener will build to suit the need or use. The space would take a few months to be ready for occupancy. It would work well for Economic Development or Youth Empowerment Team. There is not sufficient parking for any other departments.
8. Intermountain Property, 416 East 850 South - There has been work done in this building and it shows some potential. ADA modifications would be required. The heating and air conditioning would need to be replaced and parking would need to be addressed. The Police Department could be relocated to this building with these renovations.
9. Intermountain Property, 452 East 850 South - This building was upgraded to house the Intermountain Policy Academy. The building functioned for a few years after the school closed. Most of the damage to the building is cosmetic. This building has enough space to house all the City's operations, but it would require a new parking lot and new front entrance on the south side of the property. The building would require an elevator and ADA upgrades and a seismic evaluation would be needed.
10. Modular Office Space - This requires a set up and take down fee plus monthly lease payments. They are intended as a long term structure. The lease rate is \$7,000-\$10,000 a month for 5,000 square feet. Set up fee is \$152,247; take down and return is \$80,500.
11. Office Trailers - Lease rate is 70¢ to 80¢ per square foot per month. Five thousand square feet would be approximately \$3,500. The set up and take down fee are \$2,700 per section. The City would be responsible for utility hook ups. These are temporary facilities.

Mr. Boyce stated that the Team felt that converting the current City Hall to a public safety facility answers the space needs better than relocating the Police Department. The Police Department will gain more functional space than what would be gained by other departments if the Police Department moved.

Chief Tittensor came forward and explained four options to renovate City Hall for the Police Department.

1. Option A - Use the entire main floor and basement. The Administrative Offices and Records would remain on the main floor. Records would expand into half of the current Investigator's Office. The remaining Investigator's Office would become a small conference room. The current area for the Chief's Administrative Secretary would become a waiting area for visitors, guests, victims and witnesses. The basement area would be used for Investigations and Uniformed Division office space.

This would include an office for the DARE and School Resource Officer to share with the Domestic Violence Investigator. The holding and interview room would be in this area and the evidence area would be expanded. The remaining area currently being used by the Police Department would remain as it is with minor remodeling.

2. Option B - Use the main floor and second level. The main floor would remain office area for Investigations and Uniformed Division. One interview and holding room is gained, one photo and finger print room is gained, which could also be used as a waiting area. Work area could also become a waiting area for victims, witnesses and guests. This would require only minor remodeling. The area on the second level that is currently being used by Public Works would become an Administrative Office Area, with a conference room and additional records storage and office needs storage area. There would also be a waiting area for guests, witnesses and victims. Minor remodeling would be required.
3. Option C - The entire basement, the main floor and upper floor, basically the entire basement and everything on the east side of the building. The second level would be an Administrative Office Area identical to Option B. The main level would be Investigation Offices, interview rooms, finger print/photo room, and an expanded records area. This area would hold office machines, fax machines, copier, etc. The basement level would house the Uniformed Division and two holding and interview rooms, an equipment room and a storage area. The classroom would be expanded and include an accordion room divider. The current Evidence Room would be expanded to include an evidence packaging area. There would be a firearms maintenance room and the armory would be expanded.
4. Option D - The entire City Hall building would be a Public Safety Building. In this option the Council Chambers or Finance Area could be leased out for the Communications Center or Highway Patrol. The Police Department would probably eventually move into this leased space and use the entire building.

Mr. Buchanan came forward and explained why more space is needed now. It is imperative to keep continuity of government and maintain public confidence in the City's ability to function in an emergency situation. A properly designed and functional building is key to providing government services in a disaster. City services must function effectively and efficiently in a crisis. Brigham City continues to grow. The demand for public services continues to grow. City operations have increased since City Hall was built in 1973. In many offices, confidential business is being conducted in open areas where the public is able to hear confidential information. Critical information and other storage is scattered in unsecured areas. Public access to City services is too small. Security for employees and the public in City Hall is not sufficient and there is no place to put new employees. Using temporary space relieves current congestion while a permanent solution is determined. Using temporary space shows the public that more space is needed. City Information Technology needs to be in its own area, not in the Administration Office. A new multi use facility will attract new development. In addition, bidding and construction costs are favorable in these economic times and the climate for development partnership is more favorable. Delaying action would prolong the misery and the increased negative business image of City Hall.

Mr. Leonard said the two main options the Team discussed were to make City Hall a Public Safety Building by relocating other departments to available space or relocate the Police Department.

The Team made the following recommendations:

1. Move Economic Development and Youth Empowerment Team to the BP Newman building or one of the homes on 100 East as soon as feasible. They felt it would be more economical to use City owned buildings than lease space.
2. Instruct the Space Needs Team to solicit ideas for a development project that will address needs and report back to the City Council.
3. Add Economic Development and Finance to this team, as well as a councilmember.
4. Look at internal financial options to proceed without having to use a GO bond. They think there are other ways to accomplish this than going back to the public. It was felt that if City employees help themselves first the public will support what is done.
5. The City benefits today from challenging decisions made in tough times by past City Councils.

6. Temporary facilities will satisfy immediate needs, but it takes resources that could be applied to the solution.

The Team felt that now is the time to move forward. Mr. Leonard asked for the Council's permission to allow the Team to meet with potential developers that are interested in constructing developments within the City and bring information back to the Council for consideration.

Mr. Sheffield said there are some possibilities to generate the money internally. The City could work in a partnership with a developer. The developer would build the building and the City would lease it. This would be approximately \$850,000-\$900,000 a year for 15 years. This could come from the transfer of property at Nucor. He explained that the City still owns the property that Nucor is on. On January 1, 2009 it will be assessed and the City will start to get the tax increment money in the 2010 budget. The City is guaranteed to get over \$250,000/year. As that tax increment comes back to the City, it would be paying back the General Fund. If the Council chooses to, that money could be used as part of the payment on a lease-purchase of a building instead of building the cash balance.

Another option is to use the revenue from P&G. Mr. Sheffield explained that when P&G gets in full operation, probably in two years, they will be generating \$4.2 million annually in additional water and sewer revenues to the City. The Council has had a policy to keep the transfer from the Utility Fund to the General Fund at 15%. Fifteen percent of the P&G revenue would be \$630,000 per year. This still leaves money for infrastructure improvements.

These two amounts would equal at least \$880,000, which would be enough to pay the lease of an \$8.5 million building.

Mayor Christensen said the public utilities would be housed in the new building, so theoretically some of the utility revenue could be used.

Mr. Sheffield said the City's actual revenues exceeded the actual expenses for the year ending June 2008 over \$300,000.

Councilmember Christensen said another possibility is the property tax revenue generated from Rocky Mountain Power. It is estimated they will be paying \$7 million a year to the County. Some of these assets will be in Brigham City.

Councilmember Marabella said if the City is going to get that much revenue from P&G, he suggested waiting two years until that starts coming in and build a new building with that revenue, rather than leasing from a developer. Councilmember Christensen said the City could do a revenue bond. Mr. Leonard said it will cost more in five years to build. Councilmember Marabella said if the City leases a building the developer will make a big profit. Mayor Christensen said the time to build is now. Because the economy is down, developers want the business.

Mayor Christensen asked the Council to consider the lease-to-buy option and to at least be open to it. Councilmember Reese Jensen felt that the timing is not right, in the public eye, to lease a lot of buildings and decentralize the City. He felt that it would be better to keep the City Offices centralized. He suggested moving two departments out of City Hall and then explore the other options of either building a new building or leasing a new building. Councilmember Marabella said no matter how the City pays for it, it is going to be a public nightmare. He felt it would be better to move employees into leased trailers so the public can see that there is not enough space. Mayor Christensen said she has talked to a developer that is willing to build a restaurant on the main floor, Class A office space for rent, and the City would lease space in the building. There would be an agreement that over a certain amount of time the developer would give the building back to the City. All these details would have to be worked out.

Mayor Christensen said Mark Arnold is scheduled to talk to the Council during a work session on November 20, 2008. He will explain his proposal to build a building and have the City lease it. The information will be turned over to the Space Needs Team and they will move forward and come back to the Council with a

recommendation. Councilmember Christensen said if it appears that a lease-to-buy is a viable option, more developers should also make proposals to the City.

Mayor Christensen said the City received \$40,000 from the County for sales tax which the City was not expecting. The state made an error and sent the County too much money. This money could be used to fix the roof on the Newman Building before winter sets in. Councilmember Marabella expressed concern with using the Newman Building. He suggested moving Economic Development into the Brady Home, which is already remodeled. Mr. Buchanan said the Fire Code will not allow that. He cannot allow the public to use the Brady House. Councilmember Christensen suggested at least looking at how much it will cost to do the Newman Building. He added that he has never felt favorable toward the Newman Building. The Council will continue discussing this at the next work session.

The meeting adjourned at 6:55 p.m.